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Chapter 3: Librarianship and Ethics of Librarianship
Introduction, Ethics, Librarianship As A Profession, Professional Ethics, Duties and Responsibilities of The Librarian, Librarians in The Different Type Of Libraries, Professional Ethics In The Librarianship, US Experience and UK Experience, Indian Scenario, Some of The Problems in Implementing A Code Of Professional Ethics

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Chapter 6: Library Movements in India
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Chapter 7: Library System in India
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• Public Library System,
• Academic Library System,
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Chapter 8: Library Legislation in India

Chapter 9: Library Resource Sharing
Introduction, Definition, Objectives of Resource Sharing ,Concept of Resource Sharing, Agreements On Basic Records ,Technology
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Chapter 12: Library Cooperation
Definitions, Why Library Cooperation?, OCLC (Online Computer Library Center), OhioLINK (Ohio Library and Information Network), Obstacles and Barriers to library cooperation, Cooperative Acquisition and Storage, Cooperative Cataloging

Chapter 13: Library Associations
Introduction, Need and Importance of Professional Associations, Aims and Objectives of Library Associations, Programmes and Activities of Library Associations, A General Account of Library Associations in India, Indian Library Association (ILA), Indian Association of Special Libraries and Information Centers (IASLIC), Library Associations in Other Countries, American Library Association (ALA), Library Association (LA-UK), Library Associations, Promotional Agencies and Systems, International Federation of Library Associations and Institutions (IFLA)

Chapter 14: Library Authority and Committee
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Chapter 15: Library and Information Science Education in India
Introduction, First Course of Library Science in India, Certificate, Diploma, and Training Courses, Post Graduate Diploma, Degree Courses, Five Year Integrated Course in LIS, Present Status of LIS Education in India, Problems with Present LIS Education and Research, LIS Research in India, Library and Information Science as a Profession

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Introduction, Management - Meaning, Scientific Management, Management School of Thought, Functions of Management, Management in Library System

Chapter 2: Library Organizational Structure
Introduction, Formal and Informal Organizational Structures, Process of Structuring, Factors Affecting Organizational Structure, Principles of Organizations, Characteristics of Division (Departmentation), Organisational Charts

Chapter 3: Management Information System (MIS)

Chapter 4: Physical Structure of Library
Introduction, Library Building, Library Furniture, Library Equipment, Other Aspects, Standards Specification

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Chapter 6: Budgets and Financial Management in Library
Introduction, Budget, Budgeting, Budgeting Method, Meaning: Finance, Sources of Fund for the Library

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Chapter 1: Library Classification
Introduction, Definition, Need of Library Classification, Different Schemes of Classification

Chapter 2: Dewey decimal classification (DDC), 19th Edition
Introduction, Notation, Basic Plan of DDC
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  Auxiliary Tables
  Summaries
Vol-2 Schedules
  Hierarchical Order
  Sequence of numbers
  Understand the schedules
Vol-3 Relative Index
Assignment of Class Numbers in the Book, Numbers in the Square-Brackets and Obsolete Entries

Chapter 3: Definitions, Notes and Instructions Used in DDC Schedules
Introduction, Definition, Explanation and Scope Notes
Different Types of Notes
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  'Class here' notes
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Centered heading /Centered Entries, Number Building Synthesis of Class Numbers

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Sources of Obtaining Information about the Subject
  Titles of document
  Other sources of information for ascertaining specific subject of a document
Subject Analysis, Sources of Readymade Numbers, Deciding the View Points or Forms of a Subject
Searching the Class Numbers
  Steps in arriving at the class number
  Classification by discipline
Defining Non-Subject Elements in the Class Number

Chapter 5: Synthesis of Class Numbers and Number Building Process
Introduction
Process of Number Building in DDC
  Building numbers with the addition of standard subdivision
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Addition of a Full Number
Addition of a Segment or Part of a Class Number
  Addition of a segment from other parts of the schedule
  Addition of a segment from the same division or section
Addition of Numbers from the Same Division with 0 (zero) as Facet Indicator
Collective Add-note Instruction

Chapter 6: Use of Relative Index
Introduction, Need and Purpose, Relative nature of the Index, Scope of the Index
Organisation of the Index
  Searching through key terms
  Location of numbers in the Index
  Abbreviations used in the Index for the classifiers
Entries from the Seven Tables, Cross-References used in the Index

Chapter 7: Common Isolates and Phase Relations
Introduction, Anteriorising Common Isolates (ACI), Posteriorising Common Isolates (PCI)

Chapter 8: Book Number & Collection Number

Introduction, Components of Book Number, Facet Formula for Book Number, Collection Number

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Chapter 1: Introduction to Cataloguing
Introduction, History of Catalogue Code, Definition, Objectives, Need, Functions, Importance, Type of
Catalogue, Distinction between Catalogue and Bibliography, Cataloguing Process, Physical Forms of
Library Catalogue, Comparison of Printed Book Catalogue and Card Catalogue, Discussion on Selection of
a Physical Form

Chapter 2: Structure of AACR & Standardization
MARC
USMARC, UKMARC, UNIMARC
Information Interchange Format: ANSIZ 39.5

Chapter 3: General Rules for Description
Descriptive Elements, Main entry and added entry, Style of writing, Sources of information
Levels of description
First level of description, Second level of description, Third level of description
Skeleton card
Items in the catalogue entry
Heading, Descriptive elements, Call number, Accession number, Tracing

Chapter 4: Entry Format & Techniques for Subject Indexing
Introduction, Entry Format
Introduction
Main Entry and Added Entries, Unit Card System, Catalogue Codes
Techniques for Subject Indexing
PRESIS, POPSI

Chapter 5: Subject Headings & Non Print Media
Subject Headings—Introduction Scars’ List of Subject Headings, Worked out examples

Chapter 6: Co-operative Cataloguing, Centralized Cataloguing, Pre-natal Catalogue, Union catalogue
Introduction
Centralised Cataloguing
Forms of Centralisation, Card Services, Commercial Cataloguing
Cataloguing-in-Publication, Pre-natal Cataloguing
Co-operative Cataloguing
Union Catalogue, Co-operative and Centralised Cataloguing

Chapter 7: Recent Trends in Cataloguing and Machine Format
Current and Emerging Trends in Cataloguing, OPAC, CCF

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Chapter 1: Types of Information Resources, Selection Principles & Classification of Documents

Introduction

Information Resources
   Documentary Sources, Non-Documentary Sources

Classification of Documents
   By Physical Characteristics, By Information Characteristics, Books, Periodicals and Serials,
   Government Documents, Dissertations and Theses, Reports, Pamphlets, Standards and
   Specifications, Patents, Trade Literature, Maps, Atlases and Globes, Photographs and Illustrations,
   Microforms, Audio-visuals, Reference Books, Non-Documentary Sources, Institutional Resources,
   Human Resources

Selection Principles
   Drury’s Principles, Dewey’s Principles, McColvin’s Principles, Ranganathan’s Principles

Chapter 2: Natures of Reference Books

Introduction
   Childhood of Reference Book, Varieties of Reference Books, Audio-visual materials, Govt. Publications,
   Questions and source materials, Guide to reference books

Chapter 3: Bibliography: Aims, Types and Control

Introduction, Definition, Objectives of bibliography, Types of Bibliography, Primary-information based
bibliography, Bibliography based on ancient books, Universal bibliography, Trade bibliography, National
bibliography

Bibliography based on received information
   Subject bibliography, selected bibliography, Author bibliography, Personal bibliography,
   Bibliography of Bibliographies

Types of systematic bibliography

Bibliographical control
   International Endeavour

Chapter 4: Subject Bibliography & National Bibliography

Subject Bibliography

Introduction
   Philosophy, Religion, Social Sciences, Economics, Law
   Language
   Science and technology
   Mathematics, Computer, Astronomy, Health Science

Current bibliography
   Literature

Guide Books (Bibliography)
   Library Science, Literature, Science

National Bibliography

Introduction, British, India

Chapter 5: Index and Abstract

Introduction

Evaluation
   Publisher, Periphery, Duplication, Depth, Periodicity, Size, Subject Heading, Authenticity

Index
   Science and technology
   Citation index, Newspaper, Literary index, Concordance

Abstract
Library and information science
Psychology, Social Science, Political science, Economics, Linguistics
Science and technology
   Mathematics, Physics, Astronomy, Chemistry, Geophysics or Geology,
   Biology, Period after World War II

Chapter 6: Ready Reference Sources Part I

Chapter 7: Ready Reference Sources- Part II
Introduction, Almanac and Yearbook, Purpose, General Almanac, General Yearbook, Subject Yearbook and Almanac, International Yearbook, National Yearbook, Science and Technology
Handbook and Manual
   Objectives, Scope, General handbook and manual, Subject based manual and handbook

Chapter 8: Geographical Information Sources
Introduction, Definition and nature, History, Maps and library, Evaluation, Index and bibliography, Map - Atlas of distinction, Gazetteer, Guidebook

Chapter 9: Biographical Information Sources & Statistical Information Sources
Introduction, Kinds of biographical reference sources, Famous examples
International biographical sources
   Current universal dictionaries, National biographical sources, Special biographical encyclopedia, Biographical index
   Sources of biographical reference
      Genealogical table, Portraits, Festschriffts, Diaries, Private Papers, etc.
Evaluation, Conclusion, Statistical Information Sources

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Chapter 1: Concept and Need for Information
Introduction
Origin of Information processing
- Research and development, Survey and census, Government Activities, Other activities
Who needs information?, What information?, Varieties of Information

Chapter 2: Information Service Organization
Introduction
C.A.S.
- Features of C.A.S., Levels of C.A.S., Method of C.A.S.
  - Content method, Comprehensive subject based, Classified method, Project method, Mixed method, S. D. I.
- Steps of work, Mechanical S.D.I.
Cataloguing
- Alphabetical subject cataloguing, Classified cataloguing, Chain indexing, PRECIS, Coordinate indexing, Title index, Citation index
Abstract
- Indicative abstract, Informative abstract, Annotations, Telegraphic abstract, Automatic abstract

Chapter 3: Document Delivery Service
Introduction, What is a Document Delivery Service (DDS)?
Efficiency of the Document Delivery Service
- Speed, Cost, Satisfaction Level

Document Delivery Service - World Scenario
- Historical Perspective, Increase in Demand, Recent Trends

Problems of DDS and Role of International Organizations, Document Delivery Service of INSDOC

Chapter 4: Literature Search and Database Services
Introduction, Users Their Information Needs and Literature Search, Reference Service and Literature Search, Need for Literature Search

Steps in Literature Search
- Selection of Sources
  - Search in Secondary Sources, Search in Other Sources, Recording of References on Information, Presentation of Results, Skills in Literature Search

Computer Databases
- Indexing and Abstracting Databases, Online Searching, Some Examples of Online Databases, Expansion and Diversification

General Observations

Chapter 5: Reference Service

Chapter 6: Reference Service: Organization and Management
Introduction, Planning, Organization, Appointment of Staff, Directions, Cooperation, Reports, Financial provisions and statement of Income and expenditure

Chapter 7: Reference Processing
Introduction, Definition and nature, Selection of queries
Selection of queries in respect of decision making
Exercise: Selection, Words for subject indicator, Given subject and required subject
Selection of reference tools, Words for subject indicator and table of answerable-sources

8 Steps of Grogan
- Problem, Information needs, Primary question, Reference interview, Search method, Search system, Answer, Response

**Chapter 8: Organization of Information Services**

Introduction
Documentation and Information Centres and Databases
- Definitions, Relationship to Libraries

Types of Documentation and Information Centres
- By Ownership, By Specialised Interest, By Different Levels

Functions of Documentation and Information Centres

Organization of Documentation and Information Centres in India
- Functional Organization, Planning Process

Growth and Development of Documentation and Information Centres in India
- Government's Encouragement and Support, Progress during the 1950s and 1960s, Progress during the 1970s, Progress during the 1980s and 1990s, Future Direction

**Chapter 9: Information Services in Libraries**

Introduction, Public Library, Academic Library, Special Library

- Information service
- Bibliography-based service
- Online search service
- Document supply service
- Indexing source
- Abstracting service
- Publication and Notifications service
- Translation service
- Newspaper Clipping service

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Chapter 1: Computer & Types of Computer
Introduction, Definition, Computer dynasty, Characteristics of a computer, Types of computers, Generations of Computers

Chapter 2: Computer Hardware
Introduction, Input devices, Central Processing Unit, Motherboard, Output devices, Hard Disk, MODEM, Ports

Chapter 3: Computer Software

Chapter 4: Data Representation and Number Systems
Introduction, Set of Data Characters, Data Representation in Computer, Binary System, ASCII

Chapter 5: Introduction To MS-WORD XP

Chapter 6: Library Automation

Chapter 7: Indian Library Software Packages
Indian Library Software
Software Development at Institutional Level, Commercially available Library Software Systems
Library Housekeeping Software in India, Libsys, SANJAY, MAITRAYEE

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**Chapter 1: Use of Table 1: Standard Subdivisions**

Introduction, Features of Standard Subdivisions

How to Use Standard Subdivisions

- Addition of a Standard Subdivision to a Main Class or Division
- Addition of a S.S. to a Subdivision of a Principal Field

Variations in the Use of Several Zeros Together

- Using Two Zeros, Using Three Zeros
- Extension of a S.S. by Add-To-instructions, Variations in the Meaning of Standard Subdivisions, Co-occurrence of Two or More Standard Subdivisions, When Standard Subdivisions are not used

**Chapter 2: Use of Table 2 Areas**

Introduction, Divisions of the Areas - Table 2

Addition of an Area Number

- Area number as a part of the class number, Addition of area number through Standard Subdivision
- Addition of area number following Add-to-instruction

Addition of Two Area Numbers, Insertion of Area Number between Two Aspects of the Same Subject

- Extension of Area Number from Table-2 by Another Number from Table-2, Addition of Area Notation to a Standard Subdivision Other Than -09

**Chapter 3: Use of Table-3: Subdivisions of Individual Literatures**

Introduction, Divisions of Main Class 800 Literatures, Introduction to Tables-3 and-3A

Classifying Works of Individual Authors

- Class numbers of some English Writers, Class numbers of some American Authors, Class numbers of some Indian Writers
- Anthologies and Critical Appraisals of General Literatures of More than One Language
- Anthologies and General Criticism of Literary Works in a Specific Language, History, Critical Appraisal of Literatures of a Specific Language, Form and Period, Use of Table-3A with Other Classes

**Chapter 4: Use of Tables 4 and 6**

Introduction, Introduction to Table-4, Use of Table - 4

Introduction to Table - 6

- Use of Table - 6, Use of Table - 6 with Table-4

**Chapter 5: Use of Table-5 Racial, Ethnic, National Groups and Table-7 Persons**

Introduction, Use of Table-5

- With specific instructions, Use of Table - 5 with the help of Standard Subdivision

Introduction to the Use of Table - 7 Persons Notation

- Use of Table-7 directly with "add instructions", Use of Table -7 with the help of Standard Subdivision

**Chapter 6: Colon Classification: Introduction**

Introduction, Structure and Out-Lines of Main Classes in the System, Notation Used in the System, Faceted or Analytic-Synthetic Pattern, Call Number, Class Number and the Out-Lines of Main Classes in CC, Facet Analysis and Fundamental Categories

Rounds and Levels of Manifestations

- Rounds of Manifestation, Levels of Manifestation

Steps of Classifying a Document

**Chapter 7: Formation and Sharpening of Isolates**

Introduction, Chronological Device (CD), Geographical Device (GD)

- Creation of a new Isolate-Number, Sharpening of an existing Isolate

Subject Device (S.D.)

- Creation of a New Isolate Number, Extension of an existing Isolate Number

Mnemonic Device (MD), Alphabetical Device (AD), Super-Imposition Device, Use of Parallel Schedules
Chapter 8: Facet Analysis and Synthesis in Physical and Biological Sciences
Introduction, Mathematics, Treatment of Main Class Physics
Biological Sciences
  Botanical Science, Zoology

Chapter 9: Facet Analysis and Synthesis in Humanities and Social Sciences
Introduction
Literature
  Application of Common Isolates
Linguistics and Languages, History and Political Science, Psychology and Education Economics and Sociology, Law

Chapter 10: Treatment of Generalia Class
Introduction, Studies about a Geographical Area, Studies about a Person, General Encyclopedic Works, General Serials and Periodicals, General Biographical Works, Generalia Bibliography

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Section A: Library Cataloguing Practice (AACR-2)

**Chapter 1: Single Personal Author**
Personal author
Western names, Indian names
Worked out examples

**Chapter 2: Shared Responsibility, Mixed Responsibility and Editorial Works**
Shared responsibility
Principal responsibility indicated, Principal responsibility not indicated
Worked out examples
Works of mixed responsibility
Adaptations, Illustrated texts, Revision of texts, Translations
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**Chapter 3: Choice among Different Names and References**
Change of Names
Predominant Name, Change of Name, Entry under title of nobility, distinguishing identical Names
Pseudonymous author worked out examples, References

**Chapter 4: Serial Publications**
Definition of Serial Publication, Cataloguing of serials—Problems, Worked out examples

**Chapter 5: Multipart Works and Multivolume**
Descriptive element, Worked out examples

**Chapter 6: Uniform Titles**
Definition and rules governing uniform titles, Collective Titles, Sacred scriptures

Section B: Classified Catalogue Code (CCC)

**Chapter 1: Introduction to Classified Catalogue**
Classified Catalogue Code (CCC), Main entry and tracing, added entries

**Chapter 2: Types of Authorship**
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**Chapter 3: Pseudonymous and Anonymous Works**
Pseudonymous, Anonymous works

**Chapter 4: Miscellaneous Works**
Composite Book, Multivolume Book, Series, Periodical Publications